

TDM Staff Responsibilities

- 1) At removal from parent/guardian (new ER or existing FM case)
 - a) Social worker determines child at immediate risk and places child in custody according to existing processes
 - b) Social worker informs parent/guardian about TDM (fact sheet – to be developed)
 - c) Social worker asks parent/guardian and child if appropriate for names/contact information for attendance at TDM and obtains signed authorization (form – to be developed)
 - d) Social worker informs parent/guardian when and where TDM will take place (according to set schedule)
 - e) Social worker (including night and weekend worker) calls facilitator to inform of removal; leave voice mail if not there
 - f) Social worker (including night and weekend worker if possible) faxes TDM referral form to facilitator (including names and contact information for family friends/support, etc.)
 - g) Social worker confirms with supervisor that TDM will occur
 - h) Social worker attends TDM and participates in discussion
- 2) Change of Placement (non-emergency – planned)
 - a) Social worker consults with supervisor to confirm need for change of placement
 - b) Social worker informs parent/guardian, child (if appropriate) and caregiver about TDM (fact sheet – to be developed)
 - c) Social worker requests names, addresses from parent/guardian, child (if appropriate), and caregiver, to invite to TDM and obtain signed authorization for family (form – to be developed)
 - d) Social worker requests date/time from TDM facilitator
 - e) TDM facilitator informs participants of TDM time and place
 - f) Social worker attends and participates in TDM
- 3) Unanticipated Change of Placement
 - a) Caregiver asks for immediate removal (including caregiver emergency)

- 1) Social worker informs caregiver about TDM (fact sheet) and asks for names/contacts for attendance
- 2) Social worker informs parent/guardian of TDM and of caregiver invite
- 3) Social worker asks parent/guardian for names/contact information for attendance and obtains signed authorization

b) Allegation of Child Abuse/Neglect in Home of Caregiver Results in Immediate Removal

- 1) Social worker consults with program manager
- 2) Social worker determines child at immediate risk and places child in custody according to existing processes
- 3) Social worker informs parent/guardian about TDM (fact sheet)
- 4) Social worker asks parent/guardian, child (if appropriate) for names/contact information for attendance at TDM and obtains signed authorization (form – to be developed)
- 5) Social worker informs parent/guardian when and where TDM will take place
- 6) Social worker (including night and weekend worker) calls facilitator to inform of removal; leaves voice mail if not there
- 7) Social worker (including night and weekend worker if possible) faxes TDM referral form to facilitator (including names and contact information for family friends/support, etc.)
- 8) Social worker confirms with supervisor that TDM will occur
- 9) Social worker attends TDM and participates in discussion

4) Reunification

- a) Social Worker notifies facilitator 45 days prior to the Family Reunification Court hearing using TDM calendar
- b) The Facilitator Schedules the TDM for 30 days Prior to the Court Hearing
- c) The facilitator contacts the social worker and family to develop the participant list, including foster/adopt worker
- d) The Facilitator Contacts the Team Participants to Tell Time, Date, and Place
- e) Facilitator Assists team Participants in Getting to Meetings if Necessary
 - 1) Arrange Transportation, Child Care, Security, Translators